



United States Department of Agriculture



Regional Conservation Partnership Program



*August 2017
RCPP Webinar*



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Today's Topics



- RCPP Timeline
- RCPP Full Proposal Requirements
- RCPP Application Process
 - Preparing for Full Proposal Writing
 - Point of Contact
 - Project Objectives
 - NRCS Programs
 - Project Participants
 - Financial Obligations
- RCPP Partner Portal
 - Overview
 - System Access
 - System Use – Demo
- RCPP Q&A



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RCPP Timeline



FY 2018 RCPP Timeline



- **April 21, 2017:** Pre-proposals submitted
- **Beginning of July 2017:** Announcement of pre-proposals selected to complete full proposals
- **August 2017:** Informational webinars for applicants
- **September 7, 2017:** Full-proposal applications due
*All proposals are due by 5 pm EST
- **December 2017:** Announcement of full proposals selected for FY 2018 funding
- **TBD:** Agreement development phase





RCPP Full Proposal Requirements





What is required?

APF Section V : Pages 13 – 15

- Question and Answer Narratives
- Updated Maps
- Geographic Information System Shapefile
- DUNS/SAM
- Letter of Financial Contributions
- Letter of Intent from the NRCS Lead State Conservationist
- Copy to the State Conservationist

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/farmbill/rcpp/>





RCPP Application Process



Preparing for Full Proposal Writing

APF Pages 15 – 17

Review the Ranking Key Questions/Concepts

- Participation
- Innovation
- Contribution
- Solutions



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Reminder: RCPP Is Not a Grant



GRANT

- RCPP is a partnership between NRCS and the Lead Partner
- Through RCPP, the partners direct or prioritize funding decisions
- NRCS must implement funded conservation activities using NRCS programs
- An RCPP award is a memorandum of understanding or a cooperative agreement



Point of Contact



NRCS State Conservationist (STC)

- Ensure your partner knows who is the Point of Contact (POC) for their proposal
- Ensure you will receive a clear understanding of the proposal
- The STC needs to provide a “Letter of Intent” for RCPP Program Eligibility with the Full-Proposal submission



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Developing RCPP Project Outcomes

WHAT (*Clearly define the results*)

- Change of the Natural Resource Concern current condition
- TMDL reduction
- Delisting of T&E Species
- Other

HOW

- Outcomes should occur as a result of all the activities in your proposal

WHERE

- Activities should be geographically focused so change can be realized



NRCS Programs



Did the partners choose the right programs?

- Double check on the programs selected
 - Are they aware of program timeline
 - 30 day announcement period
 - End of Fiscal Year (FY)
 - Easement timelines
 - Application to Obligation
 - Healthy Forest Reserve Program (HFRP)
 - Safe Harbor



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RCPP Project Participants

Eligibility

- Participants
 - Ready, willing, and able
 - Entities for Easements
 - Historically Underserved (HU)
 - Targeted plan
- Partners
 - Adjustment of Terms (AoT)
 - Adjusted Gross Income (AGI) Waivers
- Ownership



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Financial Obligations



What financial obligation are you willing to commit to NRCS?

- Financial Assistance or FA
 - Program
 - NRCS practices
 - Current Scenario
 - Current Practice Payment Schedule (PPS)



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Staff Time



NRCS staff time commitment?

- Planning
 - Regular planning
 - Easement planning
 - Watershed Planning (PL-566)
 - Engineering Designs
- Shared workload



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Administrative Costs



Administrative Costs

Costs beyond the costs for direct services (direct costs). These are also known as “indirect costs/overhead.” Examples include rent and utilities, space used by staff, copiers, phones, information technology support, etc., that are used by all staff and not directly related to the project.

Indirect Costs

Indirect Costs, as defined by 2 CFR Part 200, mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.





Federal Agriculture Reform and Risk Management Act of 2013



Full title To provide for the reform and continuation of agricultural and other programs of the Department of Agriculture through fiscal year 2018, and for other purposes.

Colloquial name(s)

Regional Conservation Partnership Program
The Regional Conservation Partnership Program (RCPP) is authorized by Subtitle I of Title XII of the Food Security Act of 1985, as amended by Section 2401 of the Agricultural Act of 2014. The Secretary of Agriculture has delegated the authority to administer RCPP to the Chief of the Natural Resources Conservation Service (NRCS), who is Vice President of the Commodity Credit Corporation. NRCS is an agency of the Department of Agriculture.

Announcement No. USDA-NRCS-NHQ-RCPP-17-01

For Fiscal Year 2017

Date Issued: March 14, 2016

Looking Beyond the Full Proposal

Starting early (during the pre- and full-proposal stages) is the key to successful agreements, and successful projects.



RCPP Partner Portal



RCPP Partner Portal



Through the new web-based RCPP Partner Portal, NRCS employees and partners can submit and review project proposals and manage existing projects - from updating contact information to submitting reports – through a secure system, from any location, 24 hours a day.



RCPP Partner Portal Implementation

Two-phase Implementation Process

Phase I

- System access for RCPP applicants invited back to complete a full FY 2018 RCPP proposal only
- Functionality limited to updating contact and pre-proposal information, completing full proposal questions and submitting documents required for full proposal

Phase II

- System access for partners with active RCPP projects
- Functionality expanded to RCPP project management

RCPP Partner Portal – First Steps

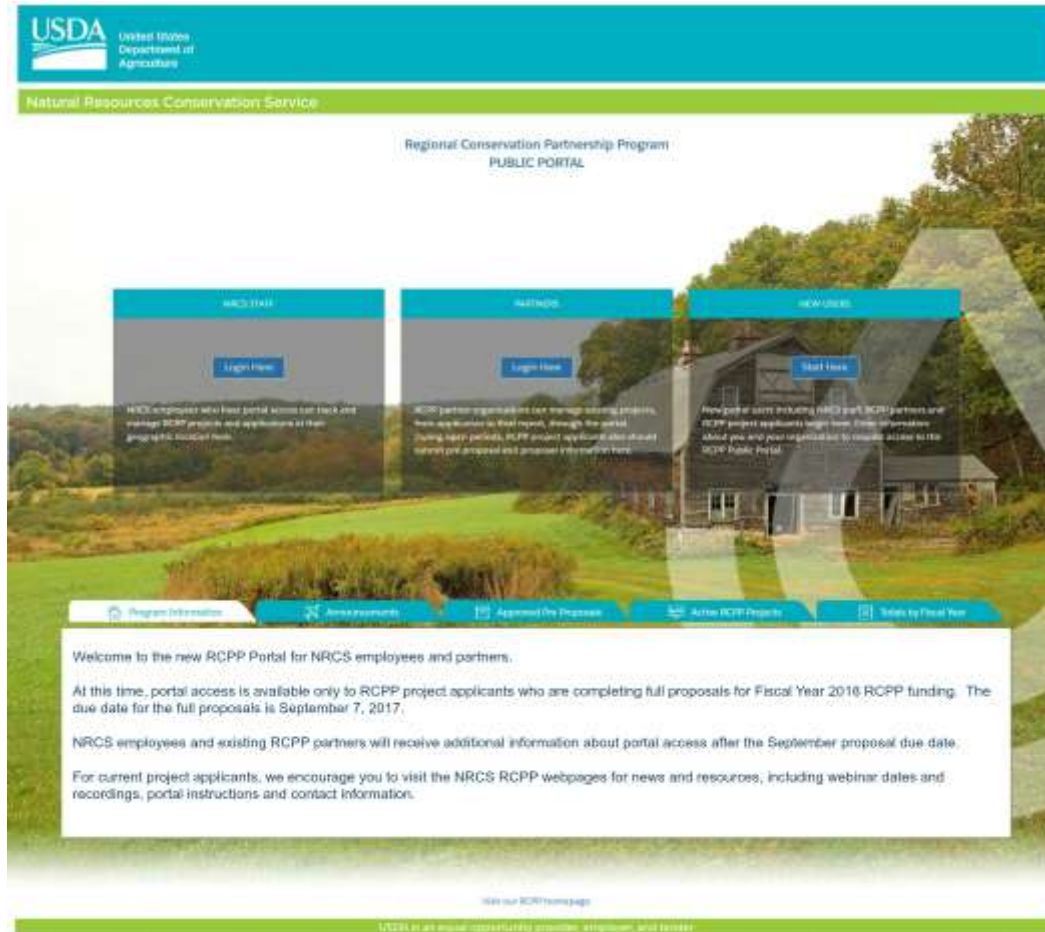
- Identify one system user for your organization
- Establish a USDA Level 2 e-Auth Account – designated user only (<https://www.eauth.usda.gov/mainPages/index.aspx>)
- Prepare your Q&A narratives
- Gather required documents and maps
- Request system access – designated user only – through the portal link:

<https://nracs-sites.secure.force.com/>

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RCPP Partner Portal – Let's Get Started



<https://nrcs-sites.secure.force.com/>



Your First Visit – Request Portal Access

USDA United States Department of Agriculture

Natural Resources Conservation Service

Regional Conservation Partnership Program
PARTNER PORTAL

NRCS STAFF

Login Here

NRCS employees who have portal access can track and manage RCPP projects and applications in their geographic location here.

PARTNERS

Login Here

RCPP partner organizations can manage existing projects, from application to final report, through the portal. During open periods, RCPP project applicants also should submit preproposal and proposal information here.

NEW USERS

Start Here

New portal users – including NRCS staff, RCPP partners and RCPP project applicants – begin here. Enter information about you and your organization to request access to the RCPP Partner Portal.

Click “Start Here” in the NEW USERS box.

Your First Visit – Request Portal Access

Request Access Form

Both NRCS employees and partners now can submit, edit and review RCPP pre-proposal and proposal information through the new RCPP Partner Portal.

- In the first drop down field below, please identify yourself as an employee or partner.
- Then in the given fields, provide your contact information, including organization name, your first and last name, email address and physical address.
- Finally, you will be asked if you have a Level 2 e-Authentication account - with a yes or no drop down option. Although you can submit this form at any time, we recommend that you wait to submit this form until you can answer "yes" to this question.

Before we can grant you access, you will need a Level 2 e-Authentication account through USDA to access the RCPP Partner Portal. Visit the USDA website to learn more about e-Authentication and Level 2 access specifically: <https://www.eauth.usda.gov/mainPages/index.aspx>. You may request e-Authentication access from this website as well.

Once you complete and submit the form, please allow three full business days for access to the system. NRCS or its technical providers may contact you if there are questions about your answers or RCPP project.

Thank you for submitting your RCPP Partner Portal access request.

I am a ?
 --None--

Submit Cancel

On the request access form,
select partner from the drop-down menu.

Your First Visit – Request Portal Access

Request Access Form

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Thank you for submitting your RCPP Partner Portal access request.

I am a ?:

Partner Organization

Full Name:

Partner Organization:

BUSINESS ADDRESS

Address 1:

City:

Address 2:

State:

Zip Code:

--None--

Business Email:

Business Phone:

Do You Have Email Level 2 Access?

--None--

We will need a Level 2 e-Authentication account through USDA to access the RCPP Partner Portal. Visit the USDA website to learn more about e-Authentication and Level 2 access specifically: <https://www.eauth.usda.gov/mainPages/index.aspx>. You may request e-Authentication access from this website as well.

Submit

Cancel



When the additional fields appear, complete all questions.

Your First Visit – Request Portal Access

Request Access Form

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- In the first drop-down field below, please identify yourself as an employee or partner.
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Once you complete and submit the form, please allow three full business days for access to the system. NRCS or its technical providers may contact you if there are questions about your answers or RCPP project.

Thank you for submitting your RCPP Partner Portal access request.

I am a?:

Partner Organization

Full Name:

Partner Organization:

BUSINESS ADDRESS

Address 1:

City:

Address 2:

State:

--None--

Zip Code:

Business Email:

Business Phone:

Do You Have Earth Level 2 Access?

--None--

NRCS will need a Level 2 e-Authentication account through USDA to access the RCPP Partner Portal. Visit the USDA website to learn more about e-Authentication and Level 2 access specifically: <http://www.eauth.usda.gov/mainPages/index.aspx>. You may request e-Authentication access from this website as well.

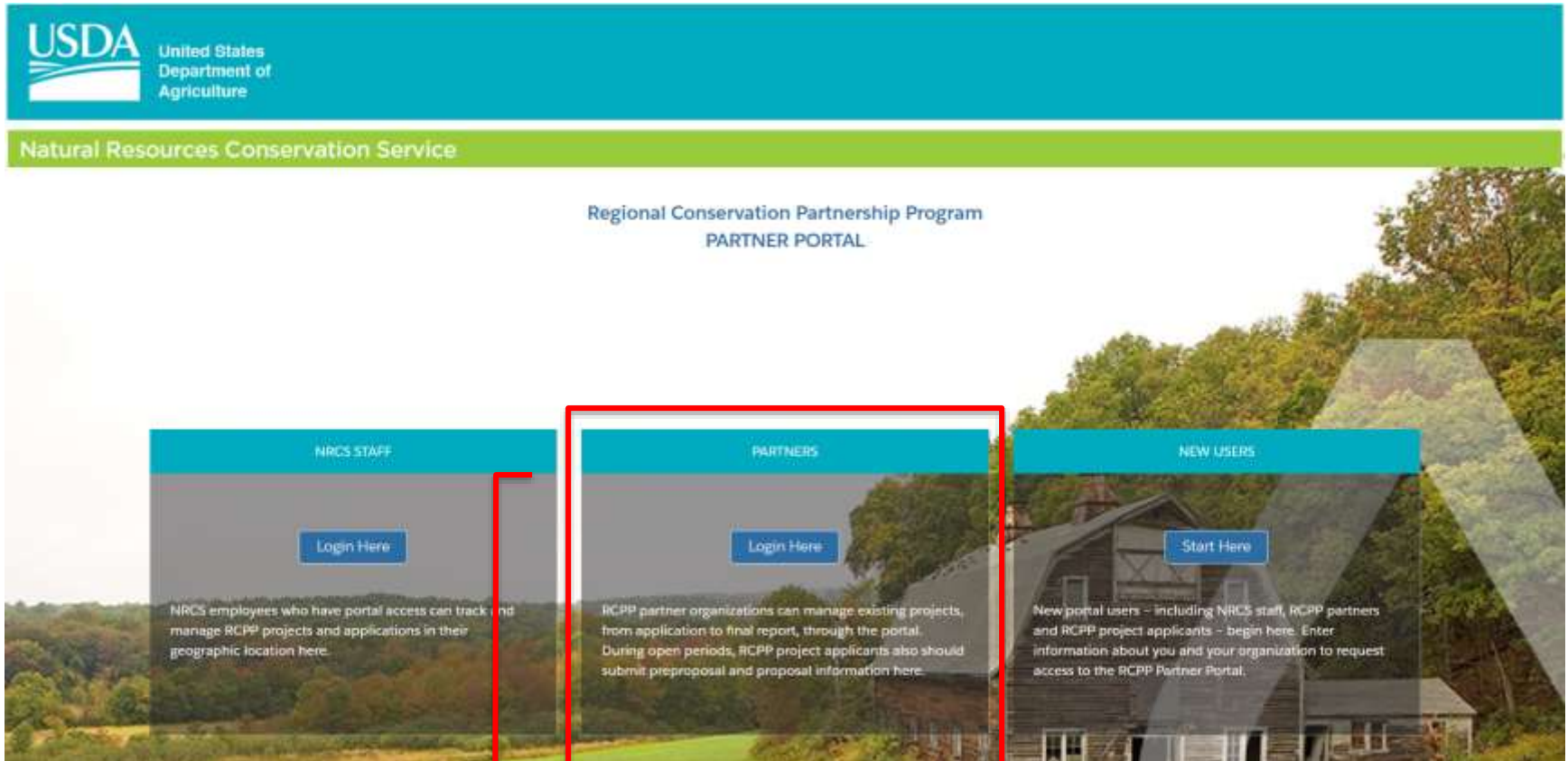
Submit

Cancel



Click submit and wait up to 72 business hours for an email from the RCPP team.

RCPP Partner Login



Click “Login Here” in the PARTNERS box.

RCPP Partner Login

USDA United States Department of Agriculture
USDA eAuthentication

Home | About eAuthentication | Help | Contact Us | Find an LRA

You are here: eAuthentication Home > eAuthentication Login

eAuthentication Login

LincPass (PIV) ?

CLICK HERE TO
LOG IN
WITH YOUR
LincPass (PIV)

User ID & Password ?

User ID:

Password:

I forgot my User ID | Password

REGISTER **LOGIN**

[Change my Password](#)

WARNING

Upon Login You Agree to the Following Information:

- You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:

You will be redirected to enter your E-Auth Login page where you will enter your User ID and Password.

RCPP Partner Portal Home



[Home](#)
[RCPP Proposals](#)
[RCPP Projects](#)
[Edit Partner Info](#)

Calendar

Today 7/17/2017

You have no events scheduled for the next 7 days.

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

1
7
31

My Tasks

New

Overdue

You have no open tasks scheduled for this period.

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Once your ID and password are accepted, the portal will open to the home page.

RCPP Partner Portal Home

Select the RCPP Proposals Tab from the top menu.

Home RCPP Proposals RCPP Projects Edit Partner Info

Calendar

Today 7/17/2017

You have no events scheduled for the next 7 days.

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	01
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09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

My Tasks New Overdue

You have no open tasks scheduled for this period.

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RCPP Proposal Screen

On the RCPP proposals screen, you will see your proposals in progress – pre-populated partially by your pre-proposal information.

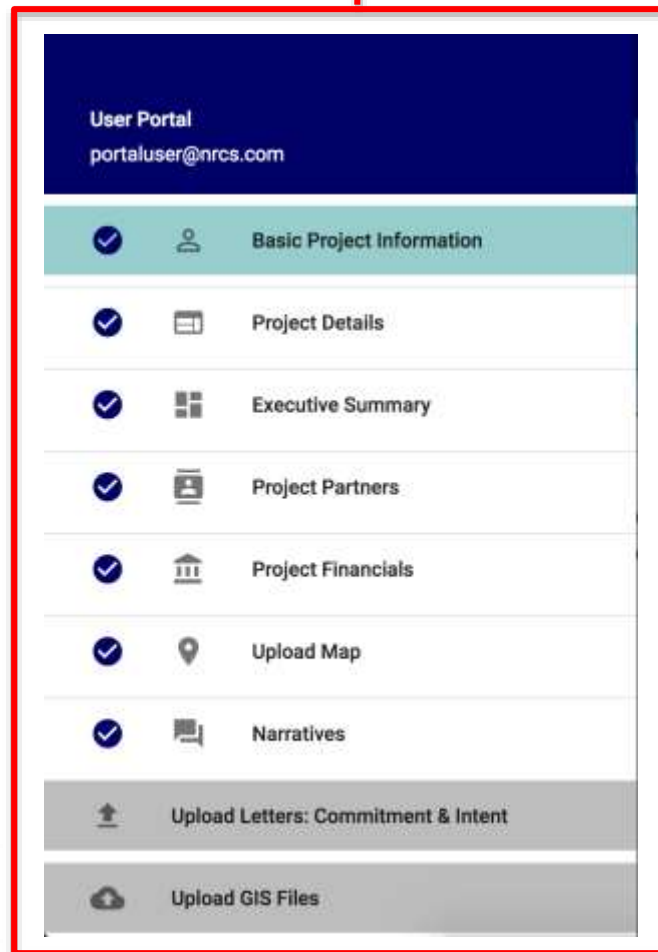
The screenshot shows the RCPP Proposal Screen. At the top, there is a navigation bar with links: Home, RCPP Proposals, RCPP Projects, and Edit Partner Info. The main content area is titled '2018' and contains a table of proposals. The table has columns for Number, Project Name, and Status. A single entry is shown: '0001' (highlighted in red), 'Project ABC', and 'Full Proposal In Progress'. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom of the screen, there is a footer with copyright information and links to Privacy Statement, Security Statement, and Terms of Use.

Number	Project Name	Status
0001	Project ABC	Full Proposal In Progress

Click a project number to view, edit or add to a proposal.

RCPP Proposal Sections

You will edit and/or add proposal information to the following sections.
These sections will appear as your “left menu” throughout.



RCPP Proposal Section – Sample Form

On each screen, you can edit and add information.

Address 2

Lead Partner DUNS*

City*

McLean

Zip code*

22102

State*

--None--

SAVE AS DRAFT

SAVE & CONTINUE

You can save as draft or final version.

RCPP Proposal Section – Narratives

On narratives page, select a question.


Questions

✓ 1 Has this project application (or an ...	Pre-Proposal	✓ 2 If this application has been previou...	Pre-Proposal
✓ 3 If this application has been previou...	Pre-Proposal	✓ 4 If this application has been previou...	Pre-Proposal
✓ 5 If this application was previously s...	Pre-Proposal	✓ 6 If the application was selected for ...	Pre-Proposal
✓ 7 If this application covers an area t...	Pre-Proposal	✓ 8 Use the space below to detail how th...	Pre-Proposal
✓ 9 Is this project solely for research ...	Pre-Proposal	✓ 10 Briefly describe your RCPP team. Inc...	Pre-Proposal
✓ 11 Specify the geographic focus of the ...	Pre-Proposal	✓ 12 Describe the natural resource concer...	Pre-Proposal
✓ 13 Project Scope: Describe the role of ...	Pre-Proposal	✓ 14 Describe any activities that have al...	Pre-Proposal
✓ 15 Detail how project outcomes will be ...	Pre-Proposal	✓ 16 If applicable, indicate how the proj...	Pre-Proposal
✓ 17 Use this space to provide additional...	Pre-Proposal	✓ 18 Partners are strongly encouraged to ...	Pre-Proposal
✓ 19 Does the applicant plan to request A...	Pre-Proposal	20 Describe the partnership team. What...	Full Proposal

RCPP Proposal Section – Narratives


Enter your answer to the question.


Describe the partnership team. What makes this partnership adept at addressing the resource concern(s) and capable of accomplishing the proposed project? List past successes of lead partner with respect to experience executing projects of similar size, scope, and duration.



0 of 4000 characters used

← BACK

 SAVE AS DRAFT

 SAVE AS COMPLETE

▶ NEXT

You can save as draft or final version.

RCPP Proposal Section – Upload Letters

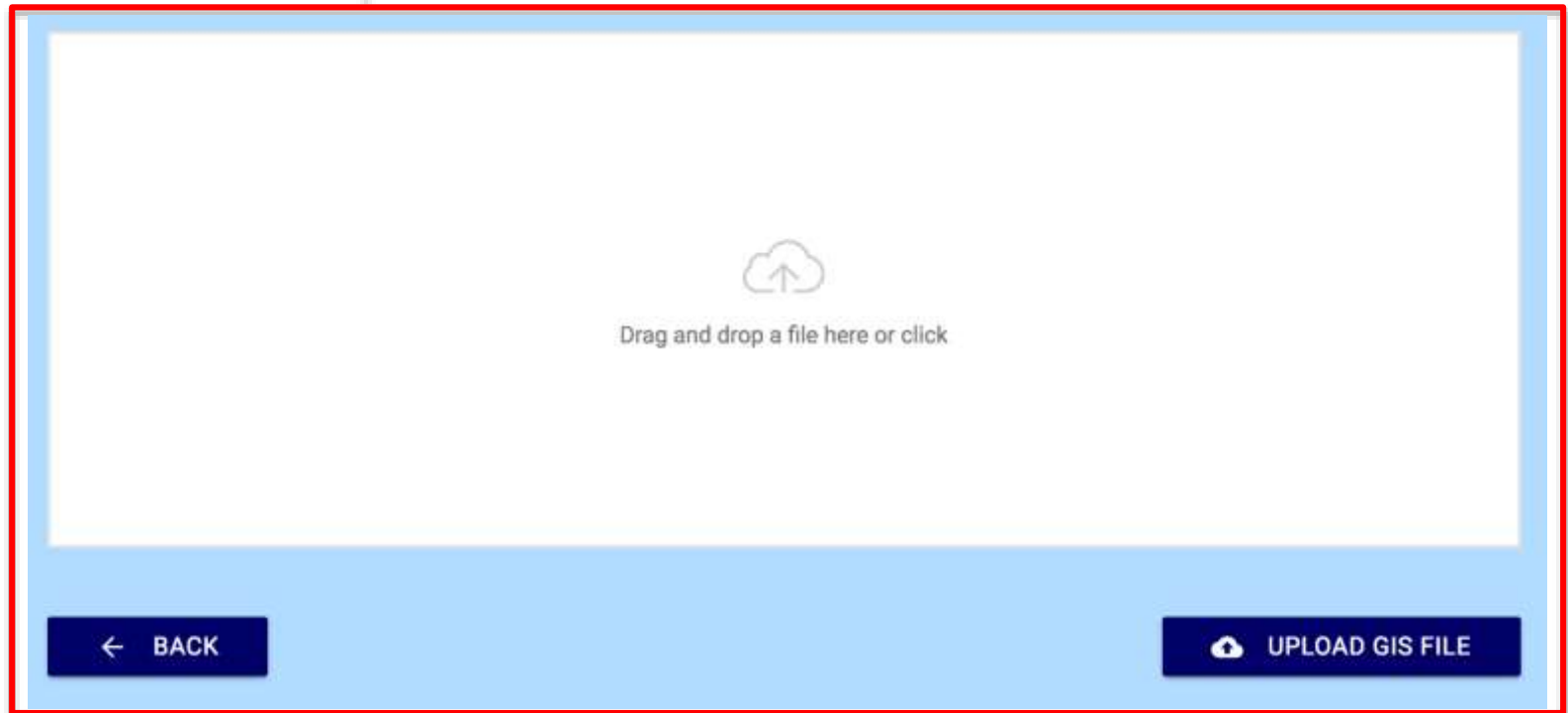
Upload required letters of commitment to portal.

Partner Name	File Name	Attach File	Upload	Status	Delete
Lead State Conservationist				Incomplete	
Partner				Incomplete	

← BACK
▶ NEXT

RCPP Proposal Section – Upload GIS Data

Upload required GIS files to portal.



The screenshot shows a web interface for uploading GIS data. It features a large light blue rectangular area with a thin red border. Inside this area, there is a cloud icon with an upward arrow and the text "Drag and drop a file here or click". At the bottom of the interface, there are two dark blue buttons: "← BACK" on the left and "📁 UPLOAD GIS FILE" on the right.

RCPP Proposal – Additional Actions

Submit, withdraw or print your proposal.



The screenshot shows a web interface for managing a proposal. At the top, there is a dark blue header with a white hamburger menu icon. Below the header, the text "0001 - Full Proposal In Progress" is displayed in blue. Underneath this text, there are five buttons: "SUBMIT" (dark blue with a document icon), "CANCEL" (light gray with a close icon), "UN-SUBMIT" (light gray with a trash icon), "WITHDRAW" (dark blue with a trash icon), and "PRINT" (dark blue with a printer icon). Below these buttons, a green box contains the text "DEADLINE : THU AUG 31 21:00:00 GMT 2017".



RCPP Question and Answer



The goal is to strategically invest public resources to improve conservation, restoration, and sustainable use of our nation's natural resources.

We can do more together!